



## DEPARTMENT OF THE NAVY

NAVAL AMPHIBIOUS BASE LITTLE CREEK  
2600 TARAWA COURT SUITE 100  
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

NAVPHIBASELCREEKINST 12430.1J

N02

05 Jul 05

### NAVPHIBASELCREEK INSTRUCTION 12430.1J

Subj: POLICY AND ADMINISTRATION OF PERFORMANCE MANAGEMENT PROGRAM

Ref: (a) HRO Manual  
(b) NAVPHIBASELCREEK 12451.2A

Encl: (1) Performance Appraisal Rating Form

1. Purpose. The purpose of this instruction is to provide command policy and delegation of authority for completing performance evaluations and performance related awards for Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK) civilian employees. Changes to this instruction constitute a major revision; therefore, additions, deletions, and changes are not individually marked.

2. Cancellation. NAVPHIBASELCREEKINST 12430.1I.

3. Scope. The provisions of this directive are applicable to all General Schedule and prevailing rate NAVPHIBASE LCREEK Staff Civilian employees. Any Non-Appropriated Fund employees or employees in temporary appointments, not to exceed 120 days or less, are excluded from coverage.

4. Policy. It is the policy of NAVPHIBASE LCREEK to use the Performance Appraisal System as a management process to integrate performance, pay, and awards with basic management functions, to improve individual and organizational effectiveness, and to accomplish agency mission and goals. The two level Performance Management Program will be utilized for rating the performance of civilian employees. Procedures set forth in reference (a) will be adhered to for establishing and processing the annual performance appraisal or any interim appraisal as may be required. All employees will have a performance plan which contains at least one critical element. The performance standard for each critical element will be written at the acceptable level. The acceptable level corresponds with fully successful performance as defined by the Performance Appraisal Review System. The annual rating period for NAVPHIBASE LCREEK starts annually on 01 July, completing the following 30 June. All employees who are on the rolls of NAVPHIBASE LCREEK on the closing date of the cycle will be rated, with the exception of those few cases discussed in reference (a) in which a rating cannot be completed.

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5. Delegation of Authority for Performance Awards. Supervisors will follow the guidance of references (a) and (b) when recommending Performance Awards and Quality Step Increases.

6. Forms. Enclosure (1) will be used for documentation of the performance process. These forms can be reproduced or obtained from the NAVPHIBASE LCREEK Management Support Office (N02).

A handwritten signature in black ink, appearing to read "G. E. Cooper" with a checkmark at the end.

G. E. COOPER

Distribution:

NAVPHIBASELCREEKINST 5216.2Q

List IA - Case A

# PERFORMANCE APPRAISAL RATING FORM

Annual Rating of Record OR CloseOut/Interim Rating

Name: (Last, First, Middle Initial)	SSN:
Position Title/Series/Grade:	Position Description accurate? <input type="checkbox"/> YES <input type="checkbox"/> NO
Rating Period: From: To:	Check one: <input type="checkbox"/> Annual Rating of Record <input type="checkbox"/> CloseOut /Interim Rating
Organizational Location:	UIC: 68845 Telephone No:

## Record of Review and Final Appraisal

	Performance Plan Established		Progress Review		Final Rating	
	SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE
Employee						
Immediate Supervisor						
Approving Official	Signature required only for final rating of "Unacceptable"					

## Rating

☐ ACCEPTABLE (LEVEL 3)

☐ UNACCEPTABLE (LEVEL 1)

## Comments

**CRITICAL ELEMENTS AND PERFORMANCE STANDARDS  
NON-SUPERVISORY/MANAGERIAL**

ELEMENT	PERFORMANCE STANDARD	RATING	
		Acceptable	Unacceptable
<b><i>Execution of Duties:</i></b>	Acceptable Level – The supervisor is routinely satisfied that the employee: properly follows instructions; uses the technical knowledge and applies the skill(s) needed to complete assigned tasks. The service or work product produced is normally of acceptable quality, timely and responsive to the supervisor and the organization's priorities and requirements. Any errors or lapses are normally not repeated once guidance is provided.		
<b><i>Organizational Support and Communication:</i></b>	Acceptable level – The supervisor is routinely satisfied that the employee: demonstrates a basic understanding of the HRO mission; fully complies with administrative policies, regulations and procedures in completing assigned tasks. Routinely communicates with supervisor, co-workers, technical personnel and serviced activities advising of work-related issues, their developments or status.		

## CRITICAL ELEMENTS AND PERFORMANCE STANDARDS SUPERVISORY/MANAGERIAL

ELEMENT	PERFORMANCE STANDARD	RATING	
		Acceptable	Unacceptable
<b><i>Execution of Duties:</i></b>	Acceptable Level – The supervisor is routinely satisfied that the employee: properly follows instructions; uses the technical knowledge and applies the skill(s) needed to complete assigned tasks. The service or work product produced is normally of acceptable quality, timely and responsive to the supervisor and the organization's priorities and requirements. Any errors or lapses are normally not repeated once guidance is provided.		
<b><i>Organizational Support and Communication:</i></b>	Acceptable level – The supervisor is routinely satisfied that the employee: demonstrates a basic understanding of the HRO mission; fully complies with administrative policies, regulations and procedures in completing assigned tasks. Routinely communicates with supervisor, co-workers, technical personnel and serviced activities advising of work-related issues, their developments or status.		
<b><i>Supervision</i></b>	Acceptable Level – Executes supervisory responsibilities in a manner which is correct, timely, appropriate and effective. Exceptions do not frequently occur and are normally not repeated once guidance is provided.		
<b><i>Safety</i></b>	Acceptable Level – Routinely provides a safe work environment for subordinates. Normally reports all safety concerns promptly to ensure subordinates are not subjected to the hazard. Exceptions do not frequently occur and are normally not repeated once guidance is provided.		
<b><i>EEO</i></b>	Acceptable Level – Promotes the organization's goals of diversity, equality and opportunity by taking actions which are correct, timely and appropriate. Exceptions do not frequently occur and are normally not repeated once guidance is provided.		